

NOTICE INVITING TENDER

**SURVEY OF INDIA**



**TENDER DOCUMENT  
FOR  
HIRING OF VEHICLES FOR  
FIELD DUTIES  
AT  
UK&WUP GDC, SURVEY OF INDIA,  
17 EC ROAD, DEHRADUN**

**TENDER NO. : S-04/ 15-B-5 (SWAMITVA) Dated 19/10/2020**

**TO BE SUBMITTED BY: 19/10/2020(18:00Hrs)**

**SURVEY OF INDIA  
DEPARTMENT OF SCIENCE AND TECHNOLOGY  
GOVT. OF INDIA**

**TENDER DOCUMENT FOR HIRING OF VEHICLES FOR  
FIELD DUTY AT UK&WUP GDC, SURVEY OF INDIA**

**DIRECTOR, UK&WUP GDC, SURVEY OF INDIA** invites sealed tender on prescribed proforma for hiring of vehicles with driver for field duties at UK&WUP GDC, Survey of India, Dehradun. The details of e-Tender with complete terms and conditions are available on the CPP portal i.e. <https://eprocure.gov.in/eprocure/app>.

**1.0 PARTICULARS OF THE TENDER**

(a)	Designation and address of the authority inviting tender	<b>DIRECTOR, UK&amp;WUP GDC, SURVEY OF INDIA,17 EC ROAD DEHRADUN (UTTARAKHAND)</b>
(b)	Tender No.	<b>S-04/15-B-5(SWAMITVA) dated 19/10/2020.</b>
(c)	Type and number of vehicles required with Driver (Diesel Vehicles only)	<b>UTILITY/PICKUP/BOLERO CAMPER / TATA XENON.</b>
(d)	Year of Manufacture	<b>Preferably Not earlier than 2018.</b>
(e)	Minimum Km run per litre of fuel	<b>Not less than 12 km in plain areas and Not less than 10 km in hill areas.</b>
(f)	Condition of the vehicle	<b>Vehicles offered for hire should be of good condition particularly in respect of -Engine, Clutch, Brake Gear Box etc. -Body -Tyre -Paint -Upholstery</b>
(g)	Providing of Diesel, oil & lubricant	<b>DIRECTOR, UK&amp;WUP GDC, SURVEY OF INDIA, will provide Diesel and One lit. Engine Oil/Lubricant after every 500 km of Vehicle runs.</b>

(h)	Approximate period of hiring of vehicles	<b>12 months in field Season 2020-21.</b>
(i)	Availability of vehicle	Vehicles will be required at the time of actual field duty irrespective of day or night
(j)	Area of field duty	UTTARAKHAND & UTTAR PRADESH
(k)	Last date and time of Sale of tender document	10/11/2020(8:00Hrs)
(l)	Last date and time of receiving tenders	10/11/2020(10:00Hrs)
(m)	Date and time for opening tenders	11/11/2020(11:00Hrs)
(n)	Total Number of pages of tender document	<b>19</b>

## 2.0 TENDERING PROCESS:

The tenders are to be submitted in two Covers in CPP portal, i.e. Cover-1 & Cover-2.

2.1 Cover – I, titled as ‘**TECHNICAL BID**’ shall contain the i) Scanned copy of Earnest Money Deposit (EMD) ii) Complete documents mentioned in Para 4 ‘Other Terms and Conditions’ and Annexure A.

The Technical Part shall not include any financial information related to the Bid price. Where material financial information related to the Bid price is contained in the Technical Part, the Bid shall be declared non-responsive

2.2 Cover – II, titled as ‘**FINANCIAL BID**’ shall contain:

(i) Price bid shall be filled in BoQ (in .xls format) strictly according to the prescribed proforma provided along with this bid Document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ as it is and quote their offer/rates in the permitted column and upload the same in the financial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be

tampered/modified in any manner, tender will be completely rejected. Any deviation will render the financial bid as non-responsive.

(ii) **The Bidder shall quote the price in Indian Rupees only.** Bids, where prices are quoted in any other way shall be treated as non - responsive and rejected.

2.3 The 'TECHNICAL' and 'FINANCIAL' bids shall be filled online on e-procurement portal URL: <https://eprocure.gov.in/eprocure/app> on or before the scheduled date and time.

### **3.0 OPENING OF TENDER**

- (i) The Technical Bid will be opened **on 11/11/2020 (11:00Hrs) in the Conference Hall, UK&WUP GDC, Survey of India, Dehradun (UK).** The bidders or their representatives may attend the Pre-Bid Meeting, Opening of tenders along with letter of authority from the respective bidders.
- (ii) Only one authorized representative from each participating bidder will be allowed to attend.
- (iii) The Financial Parts of the bids shall remain unopened in the e-procurement system, until the subsequent public opening, following the evaluation of the Technical Parts of the Bids.

### **3.0 EVALUATION OF TENDERS**

- (i) Technical bid and EMD submitted shall be first scrutinized, examined and evaluated. Any clarification, if necessary, may be asked from the bidder to assist in the examination, evaluation and comparison of the bids. Any effort by a Bidder to influence in the examination, evaluation, comparison, and post-qualification of the bids may result in the rejection of its Bid. If a Bidder does not meet the **TERMS AND CONDITIONS** of tender, its Bid shall be rejected. Only Bids that are both substantially responsive to the bidding document, and meet all terms and conditions of tender shall have the Financial Parts of their Bids opened at the second public opening.
- (ii) The Financial Part of Bid whose Technical Parts have been evaluated as substantially responsive to the bidding document and met the terms and conditions of tender will be opened at the public opening of Financial Parts. The

date and time of the public opening of the Financial Parts of the Bids will be notified to the bidders. The Financial Part of the Bid shall be opened publicly in the presence of Bidders/their designated representatives who choose to attend. In the event of the specified date of bid opening being declared a holiday for the Survey of India, the bids will be opened at the appointed time and location on the next working day.

- (iii) The Survey of India shall compare the evaluated prices of all substantially responsive bids to determine the lowest-evaluated bid. Survey of India reserves the right to accept or reject any bid.
- (iv) The contract shall be awarded to the Bidder whose bid has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

#### **4.0 OTHER TERMS AND CONDITIONS**

- (i) The Tender document is available online and bids are to be submitted online through the e-procurement portal only. Tender submitted in any other manner will not be accepted. Bidders are required to obtain Digital signature from designated firms (available on e-proc Portal) and then register with the Government of India e-procurement platform and submit bids by using their user ID and Digital Signature. Tenders received by offline mode are not acceptable.
- (ii) Tender must be submitted online on <https://eprocure.gov.in/eprocure/app> (website) on or before the date and time for receipt of bids. 'Technical Part' of bids will be opened online on the specified time and date for opening of bids, as given in Tender. The "Financial Part" shall remain unopened in the e-procurement system until the second public Bid opening is convened for the financial part. Any tender or modifications to bid (including BoQ) received outside e-procurement system will not be considered. If the office happens to be closed on the date of opening of the Tender as specified, the Tenders will be

opened on the next working day at the same time. Each page of the tender must be digitally signed by the tenderer.

- (iii) The electronic bidding system would not allow any late submission of bids. **DIRECTOR, UK&WUP GDC, SURVEY OF INDIA** shall not be held liable for any delays due to system failure beyond its control. Even though the system will attempt to notify the bidders of any tender updates, the Survey of India shall not be liable for any information not received by the bidder. It is the bidders' responsibility to check the CPP Portal for the latest information related to this tender. **DIRECTOR, UK&WUP GDC, SURVEY OF INDIA** shall be responsible for any delay for non-receipt of tender by due date and time for whatsoever the reason.
- (iv) It will be the responsibility of the tenderer to place the vehicle(s) for inspection of the vehicle(s) if called for at his cost.
- (v) Details of vehicle(s) e.g. Registration No., Year of Manufacturer etc. along with vehicle wise charge per month to be mentioned in the tender. Collective charge for different vehicles together will not be considered and lead to rejection of tender.
- (vi) Vehicles should be Diesel driven only.
- (vii) The vehicles offered for hiring should have necessary R.T.O. clearance and should be registered as Commercial Vehicle and the **DIRECTOR, UK&WUP GDC, SURVEY OF INDIA** will not be responsible for any R.T.O. regulatory matters relating to registration of vehicles.
- (viii) Hiring charges should include cost of daily repairs/maintenance, check post fee, Inter-State move expenditure and drivers pay and allowances, fooding and lodging etc. but exclude the cost of Diesel, oil and lubricants.
- (ix) Successful tenderer shall ensure that sufficient cash is available with driver all the times to cover essential contingent expenditure, urgent repairs and other essential expenditures.
- (x) In the event of any accident or damages while vehicle is on Survey of India duty, Survey of India shall be completely free from any liability of the nature connected with the accident/damages. The tenderer himself will be fully and exclusively

responsible for any damage of vehicle(s) or any injury to driver or any other person in employment of tenderer including any third party claims. In no case the department will be liable for any type of Compensation/medication to the person in employment of tenderer or to the damaged vehicle including third party claim. However, if damage or loss is incurred by Survey of India and/or its employees, as a result of any accident or any other reason involving failure of vehicle(s)/driver, sustain any damage, tenderer shall reimburse on demand and without any demur the compensation/damages.

- (xi) Survey of India shall not be responsible for any claim that arises due to damages/injuries pilferage to the tenderer vehicle(s) property under any circumstances while the vehicle(s) is engaged on Survey of India duty.
- (xii) Vehicles must have valid registration certificate
- (xiii) Vehicles must have necessary permit for driving the vehicles in **UTTARAKHAND & UTTAR PRADESH** State and in the area of field duty.
- (xiv) The drivers of the vehicle must have valid commercial driving license for both plain and hill areas.
- (xv) Vehicles must have valid comprehensive insurance cover policy. The tenderer must submit a declaration regarding non-involvement of vehicles being offered for hire in any accident/court case etc.
- (xvi) Repairs of the vehicle(s) to be carried out by the tenderer immediately during the period of hire.
- (xvii) In case of major break down of any vehicle the replacement of the same must be provided by the Contractor within 24 hours of break down, failing which **DIRECTOR, UK&WUP GDC, SURVEY OF INDIA** shall have the right to hire any other vehicle(s) against break down vehicle(s) at the expense of the tenderer and the tenderer will be liable to pay such further sum as will be sufficient to meet the difference of cost between the rate tendered and those at which the hiring is actually made if it is higher.
- (xviii) Earnest money Rs 580000/- (Rs Five lakhs Eighty Thousand only) of the tender value in the shape of Demand Draft/Bank Guarantee/FDR of any Nationalised Bank in favour of **E&AO, UK&WUP GDC, SURVEY OF INDIA,**

**DEHRADUN** shall reach O/o Director, Uttarakhand & west Uttar Pradesh, Survey of India, Dehradun (Uttarakhand) - 248001 on or before the date and time of submission of the technical bid otherwise the bid will be considered as non-responsive and shall be rejected. Scanned copy of EMD shall be uploaded in the respective cover of the online bid document. The EMD will have to be in any one of the forms as specified in the bidding document.

- (xix) Security deposit Rs 1450000/- (Rs. Fourteen lakhs fifty thousand only) of the tender value in the shape of Demand Draft/Bank Guarantee/FDR of any Nationalized Bank in favour of **E&AO, UK&WUP GDC, SURVEY OF INDIA, DEHRADUN** is to be submitted by the successful tenderer.
- (xx) If the successful tenderer fails to furnish the security deposit then the whole earnest money shall be forfeited without any reference to the tenderer.
- (xxi) Earnest money of all unsuccessful tenderer will be returned within 30 days of the award of Contract of hiring of Vehicle. EMD of the successful tenderer would be returned only after the receipt of security deposit.
- (xxii) The tenderer should furnish a certificate that all the terms and conditions of the tender document are understood by the tenderer and ready to abide by the same without any variation.
- (xxiii) An agreement (Annexure 'B') which is enclosed with the tender document is to be executed by the successful tenderer at his cost.
- (xxiv) **DIRECTOR, UK&WUP GDC, SURVEY OF INDIA** reserves the right to reject any or all tenders without assigning any reasons.
- (xxv) Latest income tax clearance (Photocopy) is to be submitted along with tender.
- (xxvi) In case of payment of hiring charges to be made for a period of less than one month, in that case payment will be made on pro-rata basis.
- (xxvii) Payment will be made to the successful tenderer on monthly basis only after successful completion of field duties for that period.
- (xxviii) In case of minimum average run per litre of fuel as specified in Annexure A of Details of the Vehicle is not achieved by any vehicle, then the extra cost of fuel consumed by the vehicle on the basis of actual km run per litre of fuel will be deducted from the payment due for that vehicle.

- (xxix) The vehicles to be used for field duties will be carrying survey stores/luggage/instruments along with the survey personnel of one squad during transit from one place to another.
- (xxx) Non-pollution certificate from concerned authority to be submitted along with tender and it will be the responsibility of the tenderer for obtaining subsequent pollution certificate during contractual period of hiring.
- (xxxii) The tenderer should have the previous experience of having done a similar work for some other organization/offices etc. The attested copies of job order and termination order is to be submitted along with the tender.
- (xxxiii) The tenderer should be registered with the service tax department. Documentary proof should be submitted along with.
- (xxxiiii) In case the tenderer wishes to withdraw any of the contracted vehicles than he should inform or give three months prior notice to the department regarding the same.
- (xxxv) Instructions for online bid submission are given in APPENDIX-I. For queries / clarifications on content of Tender document, please contact, Director, UK&WUP GDC, Survey of India, Dehradun (Uttarakhand) on email [ukgdc.ddn.soi@gov.in](mailto:ukgdc.ddn.soi@gov.in). However, any queries relating to the process of online submission of bids relating to CPP portal in general may be directed to CPP portal 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005.

**DETAILS OF VEHICLES HIRED ON REGULAR MONTHLY-BASIS  
FOR FIELD DUTIES**

<b>TYPE OF VEHICLE</b>	<b>VEHICLE REGISTRATION NO.</b>	<b>YEAR OF MANUFACTURE</b>	<b>AVERAGE RUN PER KM IN PLAIN AREA</b>	<b>AVERAGE RUN PER KM IN HILLY AREA</b>	<b>REMARK IF ANY</b>

It is certified that all the terms and conditions of tender document have been understood by me/us and ready to accept the same without any variation.

**(Signature of Tenderer with Seal)**

Name : -

Address : -

Capacity : -

AGREEMENT

(Agreement to be executed on Rs.100/- Non-judicial Court Stamp)

An agreement made this ..... day of .....  
BETWEEN ..... (hereinafter called the contractor which expression shall include his legal representatives) of the one part and the President of India (hereinafter called the Government) of the other part and WHEREBY the contractor agrees to supply the Vehicles on hire to the .....  
.....(hereinafter called Government Representative ) as per details given below : -

Type of Vehicle	Hiring Charges per Month with Driver	Maintenance during the period of hire to be borne by	Fuel, Oil & Lubricants to be provided by

and on the terms and conditions hereinafter mentioned viz. :-

- (a) that this Contract shall remain valid for a period of .....w.e.f. .... initially and if the services are found satisfactory the same may be extended for another .... months.
- (b) that the vehicle(s) with driver(s) are to be placed under disposal of the ..... on .....free of any Diesel, oil & lubricant cost from the Contractors' site to .....site.

- (c) that the vehicles which will be given on hire should be of good running condition.
- (d) that the minimum average run per litre of fuel should be as mentioned below against type of vehicle e.g. :-

Sl. No.	Type of Vehicle	K.P.L.

- (e) that the date fixed for placing the vehicle(s) on hire as mentioned above
- (f) that in case of any major break down of any vehicle the replacement of the same must be provided by the Contractor within 24 hours of break down, failing which .....shall have the right to hire any other vehicle(s) against break down vehicle(s) at the expense of the Contractor and the Contractor will be liable to pay such further sum as will be sufficient to meet the difference of cost between the rate tendered and those at which the hiring is actually made, should the same be higher.
- (g) that in the event of any accident or damages while vehicle is on Survey of India duty, Survey of India shall be completely free from any liability of the nature connected with the accident/damages. The contractor himself will be fully and exclusively responsible for any damage of vehicle(s) or any injury to driver or any other person in employment of contractor including any third party claims. However, if damage or loss is incurred by Survey of India and/or its employees, as a result of any accident or any other reason involving failure of vehicle(s)/driver, sustain any damage,

contractor shall reimburse on demand and without any demur the compensation/damages.

- (h) that Survey of India shall not be responsible for any claim that arises due to damages/injuries pilferage to the contractor vehicle(s) property under any circumstances while the vehicle(s) is engaged on Survey of India duty.
- (i) that the .....shall have full power to reject the vehicle(s) which to the true intent and meaning is not in accordance with the requirement as per tender document No -.....dt..... related to hiring of vehicle(s) in question.
- (j) that the contractor will deposit a sum of Rs.....as security for compliance with the terms and conditions of this contract.
- (k) the .....reserves the right to
  - (i) terminate this contract by giving notice of one week in advance if the services of the Contractor are found not satisfactory, during the currency of the contract.
  - (ii) to enter in to parallel contract for similar services with other agencies/person whenever it is found necessary.
  - (iii) to extend the contract up to .....months, if required from the date of expiry of the initial period at the same terms and conditions.
- (l) that the contractor will be entirely responsible for the execution of this contract in all respect in accordance with the conditions of this contract and shall not assign or sub-let the same.
- (m) if the contractor becomes insolvent or he or his Agent offers any bribe in connection with the contract or the contractor fails to observe or perform any condition of this contract then notwithstanding any previous waiver of such default or action being taken under any other clause hereof the .....may on behalf of the Government terminate the contract and forfeit the said deposit and

recover from the contractor any loss suffered by the Government on account of the contract being terminated.

- (n) if any dispute or difference shall arise including this contract the settlement of which is not hereinbefore provided for the same shall be referred to the arbitration of the Surveyor General of India or if he is unable or unwilling to act as arbitrator to the arbitration of any person nominated by him in writing and the decision of such arbitrator shall be final and binding on the parties to this contract.

Signed by the said contractor .....

In the presence of : -

Ist Witness

Address

2<sup>nd</sup> Witness

Address

Signed by the said for and on behalf of the President of India

In the presence of : -

Ist Witness

Address

2<sup>nd</sup> Witness

Address

INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

**REGISTRATION:**

- i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal: <https://eprocure.gov.in/eprocure/app> by clicking on the link “Click here to Enroll” on the CPP Portal is free of charge.
- ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iv) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (DSC) (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by Controller of Certifying Authorities (CCA) India with their profile.
- v) Only one valid DSC should be registered by a bidder. Please note that the bidders are

responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

vi) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **SEARCHING FOR TENDER DOCUMENTS:**

i) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

ii) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tenders” folder.

This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

iii) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the CPPP Helpdesk.

#### **PREPARATION OF BIDS:**

i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

ii) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents -

including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR formats. Bid documents may be scanned with 100 dpi.

iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### **SUBMISSION OF BIDS:**

i) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

iii) Bidder has to select the payment option as “offline” to pay the EMD as applicable and enter details of the instrument.

iv) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/delivered in person to Tender Inviting Office i.e. Director, Madhya Pradesh Geo-Spatial Data Centre, Survey of India, Jabalpur (Madhya Pradesh) – 482002 latest by the date & time of opening of technical bid. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in

the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

v) Financial Bid provided with tender document format to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids online in the format provided with this tender and no other format is acceptable.

vi) Bidders are required to download the Financial bid format provided with tender document file, fill with their respective financial quotes and other details (such as name of the bidder). Once the details have been completed, the bidder should sign it and submit it online, without changing the filename in the respective cover. If financial bid format provided with tender document file is found to be modified by the bidder, the bid will be rejected.

vii) The serve time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

viii) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

ix) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

x) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

xi) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **ASSISTANCE TO BIDDERS:**

- i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
  
- ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact numbers of the helpdesk are **0120- 4200462, 0120- 4001002, 0120-4001005**